



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

Date: 6/6/14

Cassandra Hudson
106 Valley West Drive
Mount Ayr, IA 50854

Dear Cassandra,

This letter is in regards to the 6/5/14 compliance check of your Category B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

- ☐ 110.4 No more children are in care than the rules for the specific category will allow. (You were over the allowable number of under school age children by one at the time of the spot check. You cannot accept a drop-in child on days when you already have 8 under school age children.)
- ☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone. (You need to post emergency and parent contact phone numbers near your phone. I suggest using the Phone Numbers sheet I shared with you.)
- ☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.
- ☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits. (You need to post a copy of your emergency/disaster plan next to your second exit.)
- ☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. (You need to record your monthly fire/tornado drills. I suggest using the Emergency Drill Record sheet I shared with you.)
- ☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. (You need to complete the battery replacement project started on all of your smoke detectors and ensure all are in working order.)
- ☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. (You need to obtain current vet check statements for both dogs to be kept on file. If it has been more than a year since their last visit, a new appointment must be scheduled.)

110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. (You need to obtain a current physician signed statement of health for your husband to be kept on file. These need to be renewed every three years. I will also accept a confirmed scheduled appointment if they cannot get him in by my due date.)

110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains: (You need to assemble a current file for several of the children you are watching. Each file should contain: identifying information on the child, parent contact information, list of who can pick up the children, signed emergency medical treatment authorization form, current physician statement of health, and current immunization report.)

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

**110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME
CATEGORY "B"**

☐ 110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time. (See above regarding accepting a drop-in when already at 8 children.)

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations on or before** 8/20/14.

☒ Based on the items out of compliance listed above, you will be required to have a re-check or follow-up visit to your home. This visit will occur on or after 8/20/14.

Please call me if you have any further questions.

Sincerely,



Earl Crow
Child Development Home Compliance Checks
DHS, Story County
(515) 268-7106

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).